

REAL PROPERTY INFORMATION SYSTEM SPECIALIST I

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position involving responsibility for coordinating the data aspects of the Real Property Information System in Dutchess County and assisting in the development and provision of training programs of local assessment personnel in all aspects of real property appraisal, including mass appraisal. This position involves a great deal of public contact with representatives from various County departments, local assessment personnel and State representatives. This position involves extensive field work. Supervision is received from the Director of Real Property Tax Services III. Supervision over the work of others is not a function of this position, but technical assistance and guidance is provided to local assessment personnel.

TYPICAL WORK ACTIVITIES:

1. Ensures that requirements and specifications for data processing phases of the Real Property Information System are current and that the reports generated are correct;
2. Assists in the training of local assessment personnel in the practices and procedures of the Real Property Information System and in the latest methods of reporting appraisal and assessment data;
3. Assists in the development and upgrading of training manuals and microcomputer based assessment aids relating to the Real Property Information System;
4. Reviews, corrects and notifies assessors on monthly data management reports;
5. Maintains all information in sales file subsystem, checking for accuracy and completeness and computing necessary statistics such as assessment ratios and coefficients of dispersion;
6. Attends monthly meetings with local assessors and county officials for the purposes of training and information dissemination;
7. Acts as back-up liaison between the Dutchess County Department of Real Property Tax Service Department, local assessors and officials, the Department of Computer Information Systems and the NYS Division of Equalization and Assessment;
8. Reviews State, County and local programs and ensures they are integrated into the Real Property Information System;
9. May assist local and County officials in the appraisal of real property;
10. May assist localities in the areas of data collection and revision;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Real Property Information System; good knowledge of all aspects of real property appraisal, including mass appraisal; good knowledge of mainframe and microcomputer systems utilized for the automated Real Property Information System; working knowledge of statistics; ability to appraise commercial, residential, industrial and farm properties using the various approaches to value supported by the Real Property Information System; ability to communicate effectively, both orally and in writing; ability to train others; ability to assist in the development of training materials; ability to work effectively with a wide variety of people; ability to understand and adapt to a rapidly changing electronic environment; tact; courtesy; physical condition commensurate with the demands of the position.

REAL PROPERTY INFORMATION SYSTEM SPECIALIST I (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years of paid work experience in real property information system development, education or support which included the mass appraisal or general valuation of real property using an automated system;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or completion of two (2) years of college (30 credits equal to one (1) year) and five (5) years of paid work experience in real property information system development, education or support which included the mass appraisal or general valuation of real property using an automated system;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Acceptable work experience includes the actual hands-on appraisal and valuation of real estate. It does not include inspection work experience, such as fire, zoning or building inspection or experience as a real estate salesperson. Real property information system support does not include clerical experience.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a current valid New York State Motor Vehicle Operator's license.

RP0203

ADOPTED: 03/14/80

REVISED: 03/17/89

07/01/91

08/18/03